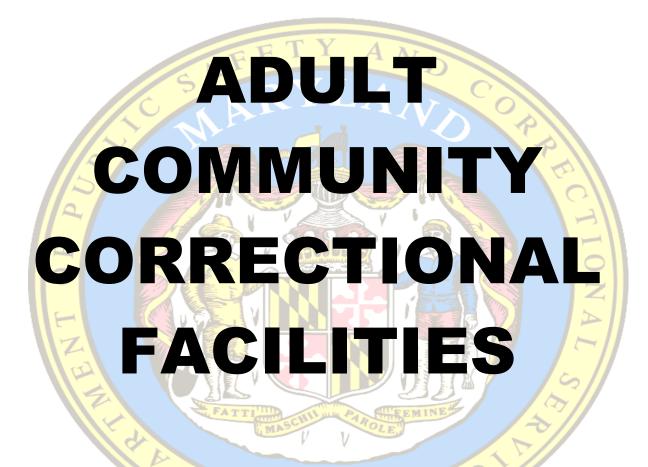
CORRECTIONAL SERVICES MARYLAND COMMISSION ON CORRECTIONAL STANDARDS



AUDIT WORSHEETS

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FACILITY: AUDIT DATES: .01 STANDARDS: SECURITY AND INMATE CONTROL C = Compliance NC = Noncompliance NA = Non-applicable H = Hold \star = Recommendation A. USE OF PHYSICAL FORCE **See** incident reports from to present. **Ensure** medical treatment offered or provided B. EMERGENCY SECURITY PLANS (1) Coordination - **See** letters of coordination with responding agencies (2) Duties/responsibilities - **Question** staff for awareness (3) Alternate housing - **Observe** in-house (4) Emergency communications - **Observe** radios, intercom, phone, etc. (5) Designated operations center - **Observe** on site (conference room, certain posts, etc.) (6) Specified command/control (See Chain of Command Listing)

C. EMERGENCY SECURITY PLANS AWARENESS (Review training records)

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.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)
D. SECURITY EQUIPMENT
(1) Secure storage - See control center, arsenal, gun lockers, etc.
(2) A current master listing - See a listing that is dated
(3) Monthly inspections/inventories - See records from to present
(4) Authorized access - See list of trained staff in control center
(5) Use circumstances - Observe use of restraints
(6) Issue/return - See records from to present. Note condition or return
E. SECURITY EQUIPMENT TRAINING (Review training records)
F. INMATES EXERTING CONTROL Observe; ensure inmates are not allowed to supervise, control, exert or assume authority over other inmates while working or in areas where sensitive materials are available. Note staff/inmate interview remarks

.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

G. SUPERVI	SION OF INMATES
(1)	Counts - See minimum of 1 recorded count per shift from to present
(2)	Rounds - See records on each shift from to present
(3)	Monitoring whereabouts - See records of telephone checks, on site visits, third party notifications, <i>i.e.</i> , letters, pay stubs, etc. for employment whereabouts
See	records of staff supervision for road crews, outside inmate workers, etc.
(4)	Drug/alcohol testing - See urinalysis reports/results; ensure frequency in SOP is met
(5)	Secure/orderly movement - Observe movement. See traffic sheets, escorts and work release movement sheets, if applicable
(6)	Weekly security inspections - See records from to present. Ensure facility perimeter is included

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.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

H.	SEARCH PROCEDURES
	(1) Personnel searches - See records of staff searches, if any
	(2) Semi-annual facility searches - See records from to present; ensure all areas of the facility are included
	(3) Searches of inmates with community access - See records for work release and trusties with outside access
	(4) Searches of other inmates - Observe pat downs and use of electronic devices (metal detector/hand scanner, etc.)
	(5) Vehicle searches - See records
	(6) Visitor searches - General observation and records, if any; observe posted rules
	(7) Inmate property protection - Note staff/inmate interview remarks
	(8) Receipting - See receipts for confiscated property. See disciplinary reports as they may be used as a receipt.
	(9) Chain of custody - See records from to present; observe contraband lockers

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H. SE.	EARCH PROCEDURES (cont'd.)
	(10) Body cavity searches - See records, if any

_____(11) Strip searches - See records, if any. Searches must be in private and performed by the

.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

same sex

_____(12) Documented acknowledgements of the search regulations by security staff.

01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)	
I. KEY CONTF	ROL
(1) S	ecure storage - See control center and other storage areas
(2) Ç	Quarterly inspections - See records from to present.
(3) D	Paily inventories - See records from to present
(4) A	authorized access - General observation
(5) Is	ssue/return - See records from to present
(6) D	Ouplicates - Observe
	Emergency and restricted keys - Observe keys clearly identified by color code and/or buch
(8) C	Current master listing - See a listing that is dated

01 STANDARDS	S: SECURITY AND INMATE CONTROL (cont'd.)
J. TOOL CO	NTROL
(1)	Secure storage - Observe areas outside inmate living areas
(2)	Quarterly inspections - See records from to present
(3)	Daily inventories - See records from to present
(4)	Authorized access - General observation
(5)	Issue/return - See records from to present
(6)	Current master listing - See a listing that is dated
K. TRANSPO	ORTATION OF INMATES
,,,	Authorization/qualification/licensure - See records of current weapons qualification and required motor vehicle licensure of a person authorized to transport. Observe spotchecks by MVA., as required by the Department of Budget and Management, it applicable.
(2)	Security equipment - General observation
	Protection of public/staff/inmates - See records of inmate and transport vehicle searches vehicle safety inspections and maintenance checks; observe fire extinguishers and firs aid kits in all transport vehicles
(4)	Accident response - See reports, if any

.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)
L. INTAKE PROCEDURES
(1) Commitment verification - See files for appropriate legal documents
(2) Search - See records, if any, in accordance with applicable law
(3) Positive identification - Observe photographs, fingerprint cards and registration number
(4) Intake data - See personal and general intake information
(5) Initial telephone call - See records of calls (at least 2 calls)
M. RELEASE PROCEDURES
(1) Identification verification - See closed files for photographs, fingerprint cards and II numbers
(2) Release confirmation - See closed files for writs, parole release orders, court orders, o release by expiration
(3) Notification of affected agencies/persons - See records, to include victim notifications
N. SEPARATION OF SEXES
General observation of separation by sight and sound

Page 1 FACILITY: AUDIT DATES: .02 STANDARDS: INMATE SAFETY C = Compliance $NC = Noncompliance NA = Non-applicable H = Hold <math>\star = Recommendation$ A. FIRE SAFETY INSPECTIONS **See** annual inspections from ______ to present; **ensure** inspections are at 12-month intervals **See** re-inspections addressing corrective action for violations **B. INTERNAL FIRE SAFETY INSPECTION See** monthly inspection reports from ______ to present C. DISASTER PLANS (1) Coordination - **See** correspondence with responding agencies and organizations; (2) Duties/responsibilities - **Question** staff for awareness (3) Evacuation instructions – Full, partial, and medical evacuation addressing: (a) The handling of injured individuals; (b) Security considerations; (c) Instructions for responding emergency personnel and vehicles; and (d) Movement of affected individuals to safe areas; See designated routes which are clearly marked by use of exit signs, charts, arrows on walls, floors and/or other readily understood and clearly visible signs; (4) Alternate housing - **Observe** in-house and at alternate sites when the facility or portions

of it are rendered uninhabitable;

	5) Quarterly fire drills on each shift which compromises security- See records from	
ur	nless security is compromised. Note inmate i	nterview remarks
(6) A written evacuation plan that conforms to	Federal, State and local fire safety code and
(7) An annual review that includes:	
	(a) building interior diagram or floor plan;	
	(b) marked exits;	
	(c) directional symbols; and	
	(d) locations of posted evacuation diagrams	S.

.02 STANDARDS: INMATE SAFETY (cont'd.)
D. DISASTER PLANS AWARENESS See training records; pre/in-service training curricula; written acknowledgements for all involved personnel; staff interviews.
E. EMERGENCY MEDICAL SERVICES
(1) Access to facilities/personnel - See contract/agreement and identify off site resources
(2) Monthly inventories of designated/approved first aid kits - See at various locations. See records from to present. See documented approval for contents of first aid kits by a qualified health care person
(3) First Aid/CPR certification requirements (handled by MCCS staff)
See up-to-date records, duty schedule and post assignments to determine adequate coverage
F. ROUTINE HEALTH SERVICES
See contract/agreement with health care provider. See schedule
See sick call records and note response time frame
G. RECEPTION MEDICAL SCREENING
See records of screenings within 24 hours of admission to an initial reception facility

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.02 STANDARDS: INMATE SAFETY (cont'd.)	
H. DISPENSING MEDICATIONS	
(1) Authorized prescription	on initiation - See records of prescription origin
initiating, filling, tran	scriptions - See agreement with a pharmacy. Note procedure for sferring and transporting medications (fax, courier, etc.). See a cof approved medications). Observe storage of stock and/or bulk
,	and labeling - See unit dosage, blister packs; observe properly with name, contents, directions, stop dates, and other vital dicated
I. ADMINISTRATION OF MEDIC	ATIONS
(1) Standing orders/proto	col - See nurses' instructions approved by a physician
	etion to nonmedical personnel - See training records by a qualified handled by MCCS staff)
(3) Administration/refusa	l records - See medication logs
(4) Circumstances for sel ointments	f-medication - See records for insulin injection, nitroglycerin,

.02 STANDARDS: INMATE SAFETY (cont'd.)

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J. CONTROL OF MEDICATIONS
(1) Secure storage - See safe, locked cabinet, drawer or locked closet, etc. Controlled medication must be under double lock (<i>i.e.</i> , door and cabinet)
(2) Specified access - General observation
(3) Disposal procedures - See records of disposal for all unused and expired medications. Records must include all persons witnessing or participating in the disposal; see return to pharmacy records. Check medications on hand for expiration dates
(4) Weekly inventories of controlled substances - See records from to present. Perform cross-check of current CDS inventory
(5) Incoming medication handling - Discuss procedure and see records addressing personal medication of inmates upon admission. Refer to auditor assigned to Inmate Property
(6) Transfer/release medication handling - Policy should indicate supply given at release. See records of facility and personal prescription medication given at time of release or transfer. See closed files for continuity of care forms

.02 STANDARDS: INMATE SAFETY (cont'd.)

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS STANDARDS AUDIT WORKSHEET

ADULT COMMUNITY CORRECTIONAL FACILITIES

K. CONTROL OF MEDICAL AND DENTAL INSTRUMENTS
(1) Secure storage - See safe, locked cabinet, drawer or locked closet, etc.
(2) Specified access - General observation
(3) Quarterly inspections - See records from to present
(4) Weekly inventories - See records from to present
(5) Disposal procedures - See contaminated waste containers. See contract with biohazard disposal company
(6) Needle/syringe usage records - See records from to present
(7) Current master listing - See a listing that is dated; perform a cross-check
L. MEDICAL TESTING
Note inmate interview remarks
.02 STANDARDS: INMATE SAFETY (cont'd.)
M. LICENSING/CERTIFICATION

See roster for all medical staff and verification of up-to-date credentials
N. MEDICAL JUDGEMENT Note staff/inmate interview remarks
O. PHYSICAL EXAMINATIONS
A health appraisal is to be completed no later than 14 days following admission. Random sample medical files
P. RELEASE MEDICAL SCREENING See review by qualified health care personnel of all inmates prior to release or within 7 days thereafter. This may be documented on a continuity of care form. Ensure that records for inmates released from court, paroled or mandatorily released are included in the review

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02 STANDARDS: INMATE SAFETY (cont'd.)
Q. MOSHA INSPECTIONS
See inspections at 2-year intervals from to present
See plans of corrective action for each inspection
R. NOTIFICATION OF NEXT OF KIN
See examples, if any, to include death, serious illness or injury of an inmate; note managing

official/designee initiating contact with the next of kin identified by the inmate at admission

FACILITY:			AUDIT DA	ATES:
.03 STANDARD	S: INMATE FOOD S	SERVICES		
C = Compliance	NC = Noncompliance	NA = Non-applicable	H = Hold	★ = Recommendation
A. MENU APP	PROVAL			
	pprovals from etician's registry/license	to present by a reg	gistered dieti	cian. Note name and
B. FREQUENC	CY OF MEALS			
	for breakfast/lunch/dinner reakfast. Times must be po			
C. HEALTH IN	ISPECTION			
	nted inspections as required icense/permit (posted)	d by the health departmen	t and records	s of corrective action.
D. DIETARY I	HYGIENE PRACTICES			
	d washing and toilet facility giene instructions; observ ons)	<u> </u>		-

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'ANDARDS: INMATE FOOD SERVICES (cont'd.)
DIETARY MEDICAL SCREENING
See pre-employment physical exams for dietary civilian staff, and annual medical screenings thereafter.
See staff/inmate roster. See inmate medical screening by qualified health care professionals before assignment and annually thereafter. Ensure intervals are no more than 12 months
SPECIAL DIETS
See records of initiation, provision and renewal by a qualified health care provider or the facility chaplain
USE OF FOOD AS PUNISHMENT/REWARD
General observation; note staff/inmate interview remarks
SUPERVISION OF FOOD SERVICES
See job descriptions, staff/inmate work schedules, post orders; general observation
WEEKLY DIETARY SANITATION INSPECTIONS
See reports from to present. Ensure food is properly stored off floor in a clean, dry area, separated from cleaning supplies. See records of corrective action

.03 STANDARDS: INMATE FOOD SERVICES (cont'd.)

J. KITCHEN UTENSILS					
	(1) Secure storage - See safe, locked cabinet or drawer, vault or locked closets. Utensils are to be stored in a manner which permits an easy determination of the presence or absence				
	(2) Daily inventories - See records from to present				
	(3) Quarterly inspections - See records from to present				
	(4) Issue/return - See records from to present				
	(5) Specified access/use - Observe inmates with permitted specified use under the direct supervision of facility staff				
	(6) Current master listing - See a listing that is dated				

FACILITY:	ACILITY: AUDIT DATES:			
.04 STANDARD	S: INMATE HOUSI	NG AND SANITATI	ION	
C = Compliance	NC = Noncompliance	NA = Non-applicable	H = Hold	★ = Recommendation
A. TOXIC, CAU	USTIC AND FLAMMAB	LE MATERIALS		
	ecure storage - See areas torage of materials	outside inmate living an	nd activity an	reas. Ensure proper
	Quarterly inspections/inven	<u>*</u>	rmine condit	ion and accountability
	Authorized access/use - Genuthorized access	eneral observation; see w	vritten desigi	nation of persons
	ssue and disposal - See reconformance with applicable			Disposals must be in
B. WEEKLY F	ACILITY SANITATION	INSPECTIONS		
See records addressed	from	to present. Ensure all are	eas of the fac	cility and grounds are

C. GENERAL SANITATION REQUIREMENTS
(1) Staff/inmate duties - See cleaning assignments, schedule, inmate worker job descriptions; general observation
(2) Quarterly vermin/pest control - See contract with licensed exterminator. See records of provisions; general observation
(3) Weekly trash removal, to include the removal of paper or plastic receptacle containing soiled menstrual hygiene products - See contract, records of provision; general observation.
(4) Secure paper or plastic receptacle for daily disposal of soiled menstrual hygiene products; general observation
D. PERSONAL ACCOMMODATIONS
Observe adequate number of operable and accessible toilets, bathing and shower facilities; one shower per 15 inmates, or the opportunity to bathe at least three times per week; observe hot and cold running water. Ratio is one toilet/wash basin per 10 inmates. Note inmate interview remarks
E. PERSONAL HYGIENE ARTICLES
(1) See provisions through purchase or from visitors. See commissary for supply and variety
(2) See special arrangements for indigent inmates from to present
(3) See new inmate kits, if any. Note inmate interview remarks
(4) See provisions for no cost feminine menstrual hygiene products upon admission, routinely and upon request. Note inmate interview remarks.
(5) See routine commissary access and record of inventory for menstrual hygiene products. .04 STANDARDS: INMATE HOUSING AND SANITATION (cont'd.)
F. INMATE CLOTHING

	See records of issue/return of facility property (<i>i. e.</i> , jumpsuits for dietary, hospital, garage, maintenance shops and vocational programs)
	Observe clothing room for adequate supplies
	See records for provision of clothing to indigent inmates
G.	INMATE BEDDING AND LINEN
	See records of provisions for at least one clean sheet and mattress, and sufficient blankets for the season; wash cloths and towels, if available; if pillows are distributed, pillow cases are to be issued. See records of issue, return and exchange; ensure mattresses and pillows are fire retardant
H.	INMATE LAUNDRY SERVICES
	See provisions by the facility (operable washers/dryers) or through contractual arrangements in the community (<i>i.e.</i> , exchange with visitors, etc.). See records of exchange, laundry list, schedule. Bed linens, personal and issued clothing are to be laundered weekly
04 ST	ANDARDS: INMATE HOUSING AND SANITATION (cont'd.)
Ι. 1	INMATE PROPERTY MANAGEMENT

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	_(1) Allowable property list - See approved list; general observation
	_(2) Itemized listing - See initial inventory records
	_(3) Signatures upon confiscation/return - See records; ensure forms are complete with inmate/staff signatures and dates
	(4) Biannual inventory - See records from to present; includes all property (valuables) retained by the facility. See property room
	_(5) Replacement procedures - See records, if any. Note inmate interview remarks
	_ (6) Disposal procedures - See records for disposals of abandoned property (charity donations, conversion to facility property, sold, or discarded); see records from to present; ensure time limits adhere to policy
	_(7) Modification to listing - See inventory for additions and deletions, with appropriate signatures and dates
FACILITY: _	AUDIT DATES:

.05 STANDARDS: INMATE RIGHTS

C = Compl	iance	NC = Noncomplia	ance N	A = Non-applicable	H = Hold	★ = Recommendation
A. NON	OISCR	IMINATION				
See st	atemen	nt in inmate handboo	k and pol	icy		
В. РКОТ	ECTIC	ON FROM ABUSE				
Zero comp 1. Fac 2. Acc	Tolerand I aints for ility Received to the contract to the con	nce Policy – Abusi	ve Sexua			incident reports and
C. LEGA	L MA	TTERS				
	_(1) C	Court access - See log	books, tra	affic sheets, movemer	nt sheets, etc.;	general observation
			•	- See law library; see		e use of LASI/LIPS or er, pencil, etc.
			_	mail records; general pened only in the pre		note inmate interview inmate
	_(4) L	egal visits availabilit	ty - See re	ecords of visits. Obse	rve private ar	nd confidential setting
	_ ` ′	ægal calls access - Se emarks	e telepho	ne schedule, telephone	e log/records;	note inmate interview
.05 STANDA	ARDS:	INMATE RIGHTS	S (cont'd.	.)		
D. RELI	GIOUS	PRACTICES				
See st	affing,	see available space				

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	See records of provisions/schedules; note inmate interview remarks
	See statement in inmate handbook and policy
E.	MAIL PRACTICES
	See schedule, staffing
	See records of provisions to indigent inmates (postage)
	See inmate interview remarks
	See statement in inmate handbook and policy
F.	INMATE ORIENTATION
	Policy Review and ensure all elements below are addressed in the inmate handbook:
	'ANDARDS: INMATE RIGHTS (cont'd.) CONVICTED INMATES/PROGRAM PARTICIPATION
	See records of participation in work release, substance abuse, basic education, facility work

assignments, etc. Note inmate interview remarks

See statement in inmate handbook and policy
H. PRETRIAL INMATES/PROGRAM PARTICIPATION
See records of participation; note inmate interview remarks; may decline to participate in facility programming and work assignments other than housekeeping
See statement in inmate handbook and policy
I. REGULAR EXERCISE
See records of opportunity to participate.
See staffing, schedules; observe equipment and space. Note staff/inmate interview remarks
J. INTERNAL COMPLAINT SYSTEM
See training records for all staff having direct contact with inmates. See training records of written acknowledgements by all appropriate staff; handbook; and pre-/in-service training curricula and schedules.
.05 STANDARDS: INMATE RIGHTS (cont'd.)
K. PERSONAL GROOMING
General observation; note inmate interview remarks
See provisions/availability (<i>i.e.</i> , schedule for hair care services)

	See statement in inmate handbook and policy
L.	ACCESS TO MEDIA
	See records of access/denial
	Note rationale for denials
	Note inmate interview remarks
	See statement in inmate handbook and policy
M.	VISITATION PRACTICES
	Note inmate interview remarks
	See schedule; note records of provisions, including special visits
	Observe appropriate space, posted rules and regulations
	See statement in inmate handbook and policy
N.	GENERAL TELEPHONE USE
	See records of provisions, if any
FACIL	General observation; see schedules; note inmate interview remarks ITY: AUDIT DATES:
.06 ST	TANDARDS: CLASSIFICATION
C =	Compliance $NC = Noncompliance$ $NA = Non-applicable$ $H = Hold$ $\star = Recommendation$
<u>A</u> .	CLASSIFICATION PROCESS

		(1)	Initial classification within 45 days of admission/annual reclassification according to established guidelines .
		(2)	Decision-makers identification - Note appropriate facility personnel involved in classification actions; review case files
		(3)	Criteria - Review files for appropriate placement in security levels, housing, work assignments, programs and services
		_(4)	Inmate appearance - Review files to see if inmates are present when classification decisions are made
		(5)	Routine assessment of security and program needs
		(6)	Recorded decisions - See decisions, recommendations and rationale; see various classification forms (initial summary, health history, classification assignment sheets, progress sheets, etc.)
.06 ST	ANDA	RDS	S: CLASSIFICATION (cont'd.)
_		A. CI	ASSIFICATION PROCESS (cont'd.)
		(7)	Managing official review - See records of review by the managing official/designee within one week or a reasonable amount of time
		(8)	Appeal process - See records

B. CLASSIFIC	CATION PROCESS AWA	ARENESS		
	acknowledgement by appi ining records)	ropriate personnel of train	ing on the cla	ssification process
FACILITY·		AII	DIT DATES	:
.07 STANDARD			211 211120	
C = Compliance	NC = Noncompliance	NA = Non-applicable	H = Hold	★ = Recommendation
A. FORMAL I	DISCIPLINARY HEARIN	NG PROCESS		
(1) 9	96-hour inmate notification	n - Review disciplinary rep	orts to ensure	e the time frame is met

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	(2) Inmate appearance - See hearing reports noting the presence of the inmate. See waivers, if any; ensure hearing is held within 9 days, excluding holidays and weekends and not less than 24 hours after notification of charges, unless waived by inmate.
	(3) Witnesses/representatives/evidence - See hearing reports
	(4) Recorded decisions - See recorded results in hearing reports noting rationale
	_(5) Managing official review - See reviews by the managing official/designee on appropriate format
	(6) Appeal process - See examples of appeals, if any; note reasonable response times
	(7) Report of all hearing decisions to the managing official/designee
B. FORM	MAL DISCIPLINARY HEARING PROCESS AWARENESS
	ritten acknowledgement of the disciplinary process by all personnel having direct contact with es. (Review training records)
FACILITY: _	AUDIT DATES:
.08 STAND	ARDS: ADMINISTRATIVE RECORD KEEPING
C = Compl	liance $NC = Noncompliance$ $NA = Non-applicable$ $H = Hold$ $\bigstar = Recommendation$
A. CONF	TIDENTIALITY OF CASE RECORDS
	(1) Access approval authority - See appropriate approvals by managing official/designee

(2) Restricted/accessible information - Must be clear in policy
(3) Release consent form - Review case records to see release of information forms; note appropriate signatures and dates
(4) Recorded decisions - See records of provision/denial; note staff/inmate interview remarks
(5) Appeal process - See records of appeals
B. COMPUTATION OF SENTENCE CREDITS See good conduct, industrial and special project credit time records. Randomly conduct computation using the proration chart
Observe loss of good conduct and industrial credits in accordance with written disciplinary procedures
Note documented programs and activities eligible for special project credit (predetermined)
08 STANDARDS: ADMINISTRATIVE RECORD KEEPING (cont'd.)
C. MANAGEMENT OF INMATE FUNDS
(1) Confiscation and receipting procedures - See financial records noting appropriate receipting practices
(2) Establishment of inmate account - Observe records for financial activities (intake, commissary, reimbursement for room and board, if applicable, disbursements for fines, restitutions, inmate pay, transfer/release, etc.)

	(3) Records of financial transactions, including victim restitution and transfers to other facilities – Note staff/inmate interview remarks
	(4) Return of funds on release - See records
D.	OFFICIAL PUBLICATIONS/ANNUAL REVIEW
	See records of annual review for all regulations, policies, procedures, post orders, emergency plans, orientation handbooks, manuals, etc. from to present; note anniversary dates
.08 ST	ANDARDS: ADMINISTRATIVE RECORD KEEPING (cont'd.)
E.	CASE RECORDS
	(1) Secure storage outside inmate living and activity areas - Observe in areas free from access by unauthorized staff, inmates and the public. Storage should be reasonably safe from forced entry, fire, vermin, moisture, etc.
	(2) File content and order - See files for uniformity, noting standardized forms, designated contents and specification of an established format to separate particular functional areas

		(to include disciplinary actions, classification decisions, commitment/diminution of sentence records, medical, etc.)
		(3) A date and signature on all documents and entries - See formats for appropriate signatures and dates
		_ (4) Disposal/retention schedules -See records of disposal according to the retention schedule with documentation of disposition.
		_ (5) Transfer procedures - See receipts/records of transfer
F.	BACK	GROUND CHECKS
	(1) (2)	See written policy Review records/forms of newly hired employees' background checks
G.	. TRAI	NING
	(1) (2)	See written policy Review entrance level-training records/forms of newly hired employees